

Employee Handbook Summary of Substantive Revisions

- **Hiring Practices**
 1. Added language for reasonable accommodations to comply with the ADA and the ADAAA (Americans with Disabilities Act Amendment Act).
 2. Updated the policy on harassment. Current policy only references sexual harassment.
- **Your Job**
 1. Added an employment classifications section to define employee types (FT, PT, and Seasonal/Temporary).
 2. Changed the probationary period for promotions and transfers from 45 to 120 calendar days.
- **Compensation**
 1. Added a section titled "Compensation Administration" which outlines employee responsibility in recording time, reviewing paystubs for accuracy, defining deductions ...etc.
 2. Added language to the section entitled "Overtime" in order to specify that only entitled to overtime if work in excess of 40 hours during the workweek for non-bargaining non-exempt employees.
- **Benefits**
 1. Updated the FMLA section.
 2. Updated the section on Pregnancy Leave.
 3. Emergency Vacation limited to 24 hours for all employees.
- **Rules and Expectations**
 1. Revised the section on Confidential Matters.
 2. Revised section on "Ethical Conduct" for clarify concept of "substantial value".
- **Added policies on Electronic Communication and Social Media** (Both reviewed by Steve Warner)
- **Table of Contents**
 1. Revised to make the handbook more user friendly.